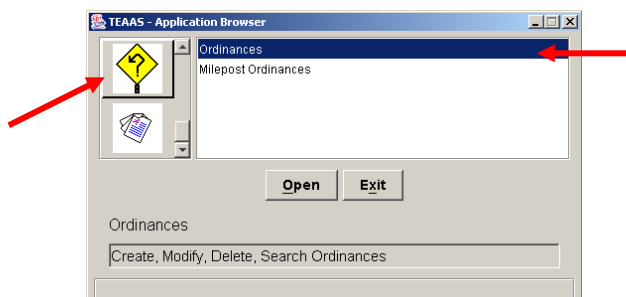


APPENDIX B

TEAAS Information

NOTE – All ordinance work in TEAAS is done in the ordinance module...-



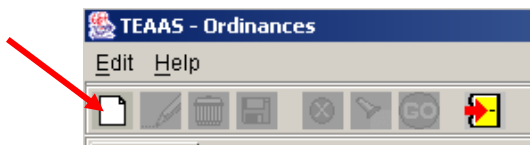
I. New Ordinances

The following instructions explain how to set up and approve new ordinances at the Division and Region level.

A. Entering New Ordinances

The following steps must be completed prior to approval at the Division level...

1. Click on the “New” button



2. Enter the following items (required for all ordinances)

- A. Ordinance Type (note that types 6, 7, 16, and 17 are no longer allowed)
- B. County
- C. On Road (name only, not the 8-digit code)
- D. City (if the ordinance is in, or partially in, a municipality – applies to all ordinance types)
- E. Ramp Flag (only if on a ramp)
- F. Begin Reference Road (taken from the TEAAS features report)
- G. Begin Distance
- H. Begin Feet/Miles
- I. Begin Direction (based on the TEAAS features report)

The screenshot shows the 'Basic Information' section of the TEAAS form. Fields are highlighted with red boxes and letters: A (Ordinance Type dropdown), B (County dropdown), C (On Road text field), D (City dropdown), E (Repealed Date text field), F (Municipal Approval Cert. button), G (Distance text field), H (Milepost button), and I (Direction dropdown). Other visible fields include Ordinance Number (1059777), Status (Active), Approval Status (Division Approval Pending), Repeal Status (Division Repeal Pending), Entry Date (10/25/2009), and Region/Division dropdowns.

NOTE – If the TEAAS features report is absent or incorrect, contact the Ordinance Program Administrator for assistance.

3. Click on the begin point milepost button ().

4. Enter the following information required for all ordinances except type 4 (No Right Turn on Red) and type 23 (Truck Information Station): “End Reference Road”, “End Distance”, “End Feet/Miles”, and “End Direction”, and click on the end point milepost button (). As in step 2, this information must be based on the TEAAS features report.

The screenshot shows the 'End Point' section of the TEAAS form. Red arrows point to the 'Reference Road', 'Distance', 'Feet/Miles' radio buttons, and 'Direction' dropdown menu. The 'Milepost' button is also visible.

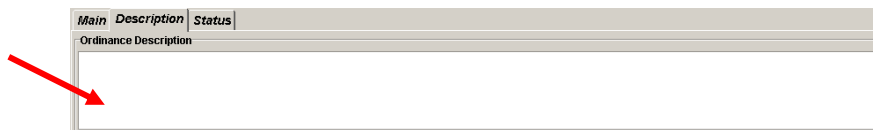
5. For speed limit ordinances (types 2, 3, 5, 9, 29, 30, 31, 32, 33, 34, 35, 36, 37, and 38), enter the “Car Speed Limit” and the “Truck Speed Limit”.

The screenshot shows the 'Other Information' section of the TEAAS form. Red arrows point to the 'Car Speed Limit' and 'Truck Speed Limit' text input fields.

6. For work zone ordinances (types 9, 10, and 36), enter the project number in the “Construction Project Number” field.

The screenshot shows the 'Other Information' section of the TEAAS form. A red arrow points to the 'Construction Project Number' text input field.


6. Go to the “Description” tab and enter the “Ordinance Description”.

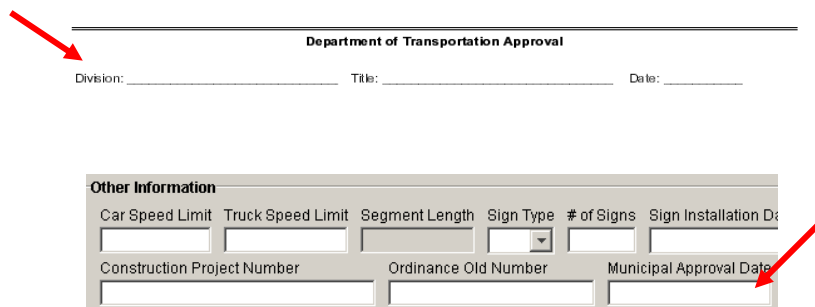


7. A “Detailed Description” will also need to be entered for ordinance types 12, 22, 23, 40, 41, 42, 43, 44, 45, 46, and 50.



8. Click the “Save” button ().

9. If the ordinance is a municipal ordinance (types 2, 29, 31, 34, and 37), then print out the municipal approval certificate () and have it signed by the municipality. Once signed by the municipality, sign the municipal certificate on the “Division” line and enter the municipal approval date in the “Municipal Approval Date” field. Forward the certificate to the appropriate Region.



NOTE – If the ordinance is a municipal ordinance, any changes to the ordinance after this step will negate the municipal approval date and a new municipal approval certificate will need to be generated and signed by the municipality and Division.

B. Approving New Ordinances – Divisions

New ordinances must milepost and not overlap, and must have signed municipal certificates (if a municipal ordinance), before Division approval is allowed.

1. Search as follows for ordinances to be approved at the Division level...

Approval Status <input type="checkbox"/> Approved <input type="checkbox"/> State Appr. Pending <input type="checkbox"/> Region Appr. Pending <input checked="" type="checkbox"/> Div. Appr. Pending	Repeal Status <input type="checkbox"/> Repealed <input type="checkbox"/> State Recomm. Pending <input type="checkbox"/> Region Recomm. Pending <input type="checkbox"/> Div. Recomm. Pending	Status <input checked="" type="checkbox"/> Active <input type="checkbox"/> Repealed <input type="button" value="Search"/>
--	---	---

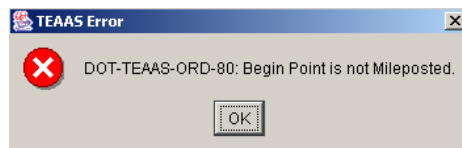
2. To approve an ordinance at the Division level, go to the “Status” tab and click on the “Approval” button to the right of the “Division Approval” line.

Main			Description			Status		
Status								
Status			Approval Status			Repeal Status		
Active			Division Approval Pending			Division Repeal Pending		
Approval Status								
Division Approval			Date			<input type="button" value="Approve"/>		
Region Approval			Date			<input type="button" value="Approve"/>		
State Approval			Date			<input type="button" value="Approve"/>		

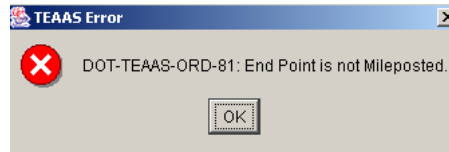
3. If the ordinance is a municipal ordinance and the certificate has not been approved by the municipality, the following error message will appear. Print the municipal certificate, have it approved by the municipality, and enter the municipal approval date (see step 9 in section I.A., above).



4. If the begin point of the ordinance does not milepost, the following error message will appear. Check the “Begin Reference Road”, “Begin Distance”, “Begin Feet/Miles”, and “Begin Direction” fields to make sure the end point mileposts (see steps 2 and 3 in section I.A., above).



5. If the end point of the ordinance does not milepost, the following error message will appear. Check the “End Reference Road”, “End Distance”, “End Feet/Miles”, and “End Direction” fields to make sure the end point mileposts (see step 4 in section I.A., above).



6. If the ordinance overlaps with other ordinances, the following error message will appear. Note the overlapping ordinance numbers so that the existing ordinances can be repealed, or the begin/end points of the new ordinance can be adjusted.



NOTE – Any changes to the ordinance after this step will negate the Division approval. Also, if the ordinance is a municipal ordinance, any changes to the ordinance after this step will negate the municipal approval date and a new municipal approval certificate will need to be generated and signed by the municipality and Division (see step 9 in section I.A., above).

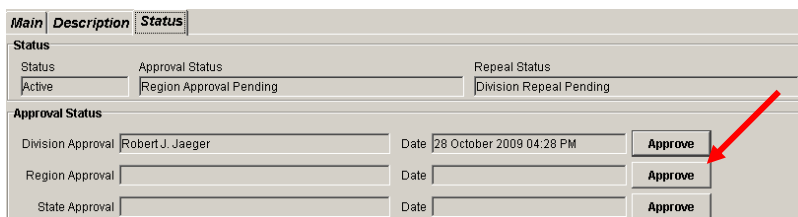
C. Approving New Ordinances – Regions

Once Division approval has been accepted by the system, new ordinances must milepost and not overlap, and must have signed municipal certificates (if a municipal ordinance), before Region approval is allowed.

1. Search as follows for ordinances to be approved at the Region level...

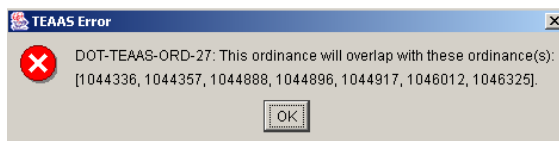
Approval Status	Repeal Status	Status
<input type="checkbox"/> Approved	<input type="checkbox"/> Repealed	<input checked="" type="checkbox"/> Active
<input type="checkbox"/> State Appr. Pending	<input type="checkbox"/> State Recomm. Pending	<input type="checkbox"/> Repealed
<input checked="" type="checkbox"/> Region Appr. Pending	<input type="checkbox"/> Region Recomm. Pending	
<input type="checkbox"/> Div. Appr. Pending	<input type="checkbox"/> Div. Recomm. Pending	
		<input type="button" value="Search"/>

2. To approve an ordinance at the Region level, go to the “Status” tab and click on the “Approval” button to the right of the “Region Approval” line.

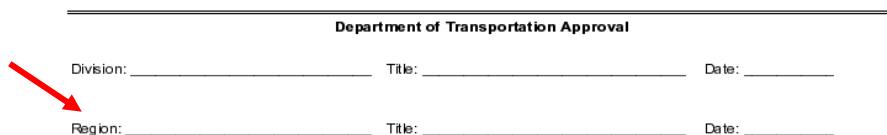


Main	Description	Status
Status		
Status	Approval Status	Repeal Status
Active	Region Approval Pending	Division Repeal Pending
Approval Status		
Division Approval	Robert J. Jaeger	Date: 28 October 2009 04:28 PM Approve
Region Approval		Date: Approve
State Approval		Date: Approve

3. If the ordinance overlaps with other ordinances, the following error message will appear. Note the overlapping ordinance numbers so that the existing ordinances can be repealed, or the begin/end points of the new ordinance can be adjusted.



4. If the ordinance is a municipal ordinance, sign the municipal approval certificate on the “Region” line and forward it to the Ordinance Program Administrator.



Department of Transportation Approval		
Division: _____	Title: _____	Date: _____
Region: _____	Title: _____	Date: _____

NOTE – Any changes to the ordinance after this step will negate the Division and Region approvals. Also, if the ordinance is a municipal ordinance, any changes to the ordinance after this step will negate the municipal approval date and a new municipal approval certificate will need to be generated and signed by the municipality, the Division, and the Region (see step 9 in section I.A., and step 4, above).

II. Repealing Ordinances

The repeal process for ordinances is now electronic and no paperwork is required except for municipal repeal certifications and truck prohibition justifications (for repeal).

A. Repealing Ordinances – Divisions

1. If the ordinance is a municipal ordinance (types 2, 29, 31, 34, and 37), then print out the municipal repeal certificate (**Municipal Repeal Cert.**) and have it approved by the municipality. Once approved by the municipality sign the municipal repeal certificate and enter the municipal repeal date in the “Municipal Repeal Date” field. Forward the certificate to the appropriate Region.

Department of Transportation Approval

Division: _____ Title: _____ Date: _____

Other Information

Car Speed Limit	Truck Speed Limit	Segment Length	Sign Type	# of Signs	Sign Installation Date
45	45	15.0			
Construction Project Number	Ordinance Old Number	Municipal Approval Date	Municipal Repeal Date		
		10/27/2009			

2. To recommend an ordinance for repeal at the Division level, go to the “Status” tab and click on the “Recommend for Repeal” button to the right of the Division repeal recommendation line.

Main | Description | Status

Status

Status: Approval Status: Repeal Status:

Active Approved Division Repeal Pending

Approval Status

Division Approval	Robert J. Jaeger	Date	28 October 2009 04:28 PM	Approve
Region Approval	Robert J. Jaeger	Date	28 October 2009 04:51 PM	Approve
State Approval	Robert J. Jaeger	Date	28 October 2009 04:52 PM	Remove Approval

Repeal Recommendations

Division	<input type="text"/>	Date	<input type="text"/>	Recommend for Repeal
Region	<input type="text"/>	Date	<input type="text"/>	Recommend for Repeal
State	<input type="text"/>	Date	<input type="text"/>	Recommend for Repeal

NOTE – The recommendation for repeal at the Division level can be revoked by re-clicking the same button.

Main | Description | Status

Status

Status: Approval Status: Repeal Status:

Active Approved Region Repeal Pending

Approval Status

Division Approval	Robert J. Jaeger	Date	28 October 2009 04:28 PM	Approve
Region Approval	Robert J. Jaeger	Date	28 October 2009 04:51 PM	Approve
State Approval	Robert J. Jaeger	Date	28 October 2009 04:52 PM	Remove Approval

Repeal Recommendations

Division	Robert J. Jaeger	Date	28 October 2009 05:04 PM	Revoke Recommendation
Region	<input type="text"/>	Date	<input type="text"/>	Recommend for Repeal
State	<input type="text"/>	Date	<input type="text"/>	Recommend for Repeal

B. Repealing Ordinances – Regions

1. Search as follows for ordinances to be repealed at the Region level...

Approval Status <input type="checkbox"/> Approved <input type="checkbox"/> State Appr. Pending <input type="checkbox"/> Region Appr. Pending <input type="checkbox"/> Div. Appr. Pending	Repeal Status <input type="checkbox"/> Repealed <input type="checkbox"/> State Recomm. Pending <input checked="" type="checkbox"/> Region Recomm. Pending <input type="checkbox"/> Div. Recomm. Pending	Status <input checked="" type="checkbox"/> Active <input type="checkbox"/> Repealed <input type="button" value="Search"/>
---	--	---

2. To repeal an ordinance at the Region level, go to the “Status” tab and click on the “Recommend for Repeal” button to the right of the Region repeal recommendation line.

Main	Description	Status
Status Status: Active Approval Status: Approved Repeal Status: Region Repeal Pending		
Approval Status Division Approval: Robert J. Jaeger Date: 28 October 2009 04:28 PM <input type="button" value="Approve"/> Region Approval: Robert J. Jaeger Date: 28 October 2009 04:51 PM <input type="button" value="Approve"/> State Approval: Robert J. Jaeger Date: 28 October 2009 04:52 PM <input type="button" value="Remove Approval"/>		
Repeal Recommendations Division: Robert J. Jaeger Date: 28 October 2009 05:04 PM <input type="button" value="Revoke Recommendation"/> Region: Date: <input type="button" value="Recommend for Repeal"/> State: Date: <input type="button" value="Recommend for Repeal"/>		

3. If the ordinance is a municipal ordinance, sign the municipal repeal certificate on the “Region” line and forward it to the Ordinance Program Administrator.

Department of Transportation Approval		
Division: _____	Title: _____	Date: _____
Region: _____	Title: _____	Date: _____

NOTE – The recommendation for repeal at the Region level can be revoked by re-clicking the same button.

III. Searching Ordinances

Ordinances can be searched a number of different ways, any of which can be selected or left blank. However, only a maximum of 2,000 ordinances may be identified in any given search.

The screenshot shows a web-based search interface for ordinances. It features a 'Search' tab and a 'Details' tab. The 'Search' tab contains a 'Criteria' section with various search filters. On the left, there is a 'Search By' dropdown menu with radio button options for 'County', 'City', 'Region', and 'Division'. To the right of this are input fields for 'Ordinance Type', 'On Road ID', 'Ordinance Number', 'Report Date', and 'Ordinance Old Number'. Further right are two columns of checkboxes: 'Approval Status' (Approved, State Appr. Pending, Region Appr. Pending, Div. Appr. Pending) and 'Repeal Status' (Repealed, State Recomm. Pending, Region Recomm. Pending, Div. Recomm. Pending). A final 'Status' section has checkboxes for 'Active' and 'Repealed'. A 'Search' button is located at the bottom right of the criteria section.

Definitions are as follows:

- Approval Status: Approved – All approved ordinances (may be active or repealed)
- Approval Status: State Appr. Pending – All active ordinances with Region approval (not approved, not repealed)
- Approval Status: Region Appr. Pending – All active ordinances with Division approval (not approved, not repealed)
- Approval Status: Div. Appr. Pending – All active ordinances without any approvals (default value, not approved, not repealed)
- Repeal Status: Repealed – All repealed ordinances (non-active, previously approved)
- Repeal Status: State Recomm. Pending – Active and approved ordinances with a Region repeal recommendation
- Repeal Status: Region Recomm. Pending – Active and approved ordinances with a Division repeal recommendation
- Repeal Status: Div. Recomm. Pending – Active ordinances (default value, may/may not be approved)
- Status: Active – All non-repealed ordinances (active, may/may not be approved)
- Status: Repealed – All repealed ordinances (non-active, previously approved)

1. Ordinances in all counties, cities, regions, and divisions will be selected unless one of those items is specifically selected.

2. Ordinances of all types, roads, dates, etc., will be selected unless one (or more) of those items is specifically selected or entered.

3. The “Approval Status” window, the “Repeal Status” window, and the “Status” window are all independent of each other.

4. Selecting all items in a given window is the same as not selecting any items in a given window.

IV. Certificate of Rulemaking

A. State Repeal Pending

1. Sort hard copies of municipal repeal certificates by ordinance type and ordinance number.

**Certification of Municipal Declaration
To Repeal Speed Limits and Request for Concurrence**

Concurring State Ordinance Number: 1002000

Division: 1 **County:** BERTIE **Municipality:** ASKEWVILLE

Type: Municipal Speed Zones

Road: SR 1349 **Car:** 45 **MPH** **Truck:** 45 **MPH**

Description: From SR 1304 to the southwestern corporate limit, approximately 0.32 mile southwest of SR 1304.

2. Search for municipal speed zone ordinances (type 2) with State repeal pending.


Ordinance Type Municipal Speed Zones-2		Approval Status <input type="checkbox"/> Approved <input type="checkbox"/> State Appr. Pending <input type="checkbox"/> Region Appr. Pending <input type="checkbox"/> Div. Appr. Pending		Repeal Status <input type="checkbox"/> Repealed <input checked="" type="checkbox"/> State Recomm. Pending <input type="checkbox"/> Region Recomm. Pending <input type="checkbox"/> Div. Recomm. Pending		Status <input checked="" type="checkbox"/> Active <input type="checkbox"/> Repealed
On Road ID	Ordinance Number					<input type="button" value="Search"/>
Report Date	Ordinance Old Number					

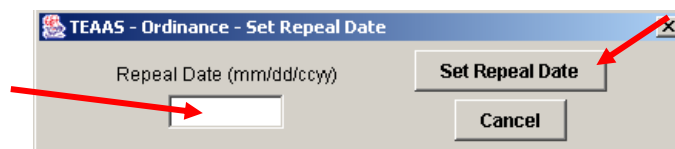
3. Double-click on the “Ord. #” column to sort by ordinance number.


Ord. #	Ordinance Type
1052991	Municipal Speed Zones
1053107	Municipal Speed Zones
1053111	Municipal Speed Zones

4. Verify municipal speed zone ordinances with signed concurring municipal repeal certificates. Highlight the municipal ordinances without repeal certificates (using the “Ctrl” key) and press the “Delete” button.


Results								
Div	County	Ord. #	Ordinance Type	Road On	Status	Effective Dt	Repealed Dt	Ord. Old #
5	WAKE	1052991	Municipal Speed Zones	SR 3060	Active	2/24/2006		1044390
5	WAKE	1053107	Municipal Speed Zones	NC 50	Active	2/24/2006		1044201
5	WAKE	1053111	Municipal Speed Zones	SR 1107	Active	2/24/2006		1044279
5	WAKE	1053123	Municipal Speed Zones	SR 1820	Active	2/24/2006		1044197
5	WAKE	1053126	Municipal Speed Zones	SR 1820	Active	2/24/2006		1044220
5	WAKE	1053129	Municipal Speed Zones	SR 1827	Active	2/24/2006		1044199
5	WAKE	1053131	Municipal Speed Zones	SR 1829	Active	2/24/2006		1044217
5	WAKE	1053135	Municipal Speed Zones	SR 2015	Active	2/24/2006		1044259
5	WAKE	1053139	Municipal Speed Zones	SR 2041	Active	2/24/2006		1044208
5	WAKE	1056175	Municipal Speed Zones	SR 1348	Active	6/15/2007		
5	WAKE	1057181	Municipal Speed Zones	NC 54	Active	9/19/2008		
5	WAKE	1057182	Municipal Speed Zones	NC 54	Active	9/19/2008		
5	WAKE	1059785	Municipal Speed Zones	11	Active	10/26/2009		


5. Enter the repeal dates by opening/saving each individual ordinance or by using the “Set Repeal Date” button (), entering the repeal date, and clicking “Set Repeal Date”.



6. Perform state repeal by clicking on the “State Repeal” button ().

7. Repeat steps 2 through 7 for the remaining municipal ordinances (types 29, 31, 34, and 37) and any truck restrictions (types 28 and 49) repeals.

8. Search for all ordinances with State repeal pending. Sort by ordinance type and highlight/delete all municipal ordinances (types 2, 29, 31, 34, and 37) and truck restriction ordinances (types 28 and 49). Enter the repeal dates by opening/saving each individual ordinance or by using the “Set Repeal Date” button (), entering the repeal date, and clicking “Set Repeal Date”.

9. Perform state repeal by clicking on the “State Repeal” button ().

B. State Approval Pending

1. Sort hard copies of municipal approval certificates by ordinance type and ordinance number (see step 1 in section IV.A., above).
2. Search for municipal speed zone ordinances (type 2) with state approval pending.

Ordinance Type: Municipal Speed Zones-2

On Road ID: Ordinance Number:

Report Date: Ordinance Old Number:

Approval Status:

- ☐ Approved
- ☒ State Appr. Pending
- ☐ Region Appr. Pending
- ☐ Div. Appr. Pending

Repeal Status:

- ☐ Repealed
- ☐ State Recomm. Pending
- ☐ Region Recomm. Pending
- ☐ Div. Recomm. Pending

Status:

- ☒ Active
- ☐ Repealed


Search

3. Double-click on the “Ord. #” column to sort by ordinance number.

Ord. #	Ordinance Type
1052991	Municipal Speed Zones
1053107	Municipal Speed Zones
1053111	Municipal Speed Zones

4. Verify municipal speed zone ordinances with signed concurring municipal approval certificates. Highlight the municipal ordinances without approval certificates (using the “Ctrl” key) and press the “Delete” button.

Div	County	Ord. #	Ordinance Type	Road On	Status	Effective Dt.	Repealed Dt.	Ord. Old #
5	WAKE	1052991	Municipal Speed Zones	SR 3060	Active	2/24/2006		1044390
5	WAKE	1053107	Municipal Speed Zones	NC 50	Active	2/24/2006		1044201
5	WAKE	1053111	Municipal Speed Zones	SR 1107	Active	2/24/2006		1044279
5	WAKE	1053123	Municipal Speed Zones	SR 1820	Active	2/24/2006		1044197
5	WAKE	1053126	Municipal Speed Zones	SR 1820	Active	2/24/2006		1044220
5	WAKE	1053129	Municipal Speed Zones	SR 1827	Active	2/24/2006		1044199
5	WAKE	1053131	Municipal Speed Zones	SR 1829	Active	2/24/2006		1044217
5	WAKE	1053135	Municipal Speed Zones	SR 2015	Active	2/24/2006		1044259
5	WAKE	1053139	Municipal Speed Zones	SR 2041	Active	2/24/2006		1044208
5	WAKE	1056175	Municipal Speed Zones	SR 1348	Active	6/15/2007		
5	WAKE	1057181	Municipal Speed Zones	NC 54	Active	9/19/2008		
5	WAKE	1057182	Municipal Speed Zones	NC 54	Active	9/19/2008		
5	WAKE	1059785	Municipal Speed Zones	I 1	Active	10/26/2009		

5. Enter the effective dates by opening/saving each individual ordinance or by using the “Set Effective Date” button (), entering the effective date, and clicking “Set Effective Date”.


TEAAS - Ordinance - Set Effective Date

Effective Date (mm/dd/ccyy):


Set Effective Date


Cancel

6. Repeat steps 2 through 5 for the remaining municipal ordinances (types 29, 31, 34, and 37).

7. Search for work zone speed limit ordinances (type 9) with State approval pending and sort by ordinance number. Verify those ordinances with justification paperwork (and highlight/delete the rest). Enter the effective dates by opening/saving each individual ordinance or by using the “Set Effective Date” button (), entering the effective date, and clicking “Set Effective Date”.


8. Repeat step 4 for work zone speed penalty ordinances (type 10) and work zone variable speed limit ordinances (type 36).

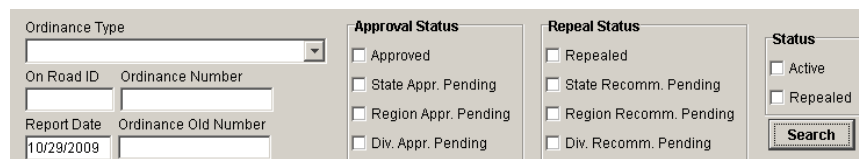
9. Search for truck restriction ordinances (types 28 and 49), sort by ordinance number, and verify justification forms (and highlight/delete the rest). Enter the effective dates by opening/saving each individual ordinance or by using the “Set Effective Date” button (), entering the effective date, and clicking “Set Effective Date”.

10. Search for all ordinances with State approval pending. Sort by ordinance type and delete all municipal ordinances (types 2, 29, 31, 34, and 37), work zone ordinances (types 9, 10, and 36), and truck restriction ordinances (types 28 and 49). Make sure that no discontinued ordinance types (6, 7, 16, 17, and 26) are being used. Enter the effective dates by opening/saving each individual ordinance or by using the “Set Effective Date” button (), entering the effective date, and clicking “Set Effective Date”.

C. *Package Review and Certification*

1. Sort the municipal certificates (repeal and approval) by type, division, approval, and repeal.

2. Search for all ordinances to be included in the Certificate of Rulemaking using the “Report Date” field. Generate a report using the “Generate Report” button (), attach any municipal certificates, work zone ordinance request forms and justification paperwork, and truck prohibition request forms, and give the draft “package” to the Ordinance Program Administrator for review.




3. Give the draft “package” to the State Traffic Engineer for review.

4. Make any adjustments to the draft “package” by removing effective dates as needed. Do not remove any repeal dates.

5. Search for all new ordinances to be included in the Certificate of Rulemaking using the “Report Date” of the “package” and the approval status of “State Appr. Pending”.

The screenshot shows a web form with several sections: 'Ordinance Type' with a dropdown menu; 'On Road ID' and 'Ordinance Number' input fields; 'Report Date' with a date picker set to 10/29/2009 and 'Ordinance Old Number' input field; 'Approval Status' with checkboxes for 'Approved', 'State Appr. Pending' (checked), 'Region Appr. Pending', and 'Div. Appr. Pending'; 'Repeal Status' with checkboxes for 'Repealed', 'State Recomm. Pending', 'Region Recomm. Pending', and 'Div. Recomm. Pending'; and a 'Status' section with checkboxes for 'Active' and 'Repealed'. A 'Search' button is located at the bottom right of the form.

6. Perform state approval by clicking on the “State Approval” button ().

7. Search for all ordinances to be included in the Certificate of Rulemaking.

This screenshot is similar to the previous one, but the 'State Appr. Pending' checkbox under 'Approval Status' is now checked, and the 'Approved' checkbox is also checked. The 'Search' button remains at the bottom right.

8. Print the final Certificate of Rulemaking and give it to the State Traffic Engineer for signing.

The screenshot shows a 'Date of Signing' field with the date 10/28/2009 and a 'Generate Certificate of Rule Making' button. A red arrow points to the button.

9. Create an electronic copy of the package (scan, save as PDF, etc.) to include the final Certificate of Rulemaking, any municipal certificates, any truck restriction change letters to the Legislative Transportation Oversight Committee, and any no-parking, tow-away justifications and aerial photographs (and memos to the Colonel of the State Highway Patrol, if in a work zone). If the package is for a route change, be sure to attach all the support material (original request, resolutions, AASHTO application/approval, municipal certificates, maps, initial approved request, secondary road number designations, plan title sheet, etc.).

10. Send the electronic ordinance package to the web content manager for upload to the internet. All packages are loaded on the [Ordinance Packages](#) web site. Route changes and STAA route designations are also loaded on the [Route Changes](#) web site and the [Truck Information](#) web site, respectively.

11. Send out notification of the ordinance package and send the original hard copies to the file room. The email distribution is as follows...

A. Route change ordinance packages:

DOT.Traffic.Route.Change.Package@ncdot.gov
tlangdon@ncshp.org (Tammy Langdon, SHP)
papoole@ncshp.org (Major Patricia A. Poole, SHP)
Appropriate Regional Traffic Engineer(s)
Appropriate Division Traffic Engineer(s)
Copies – Ordinance Program Manager, Web Content Manager

B. STAA route designation and reasonable access packages:

see [STAA Guidelines and Procedures](#)

C. All regular ordinance packages (payroll Friday):

Traffic.Ordinance.Package@ncdot.gov

tlangdon@ncshp.org (Tammy Langdon, SHP)

papoole@ncshp.org (Major Patricia A. Poole, SHP)

tjnichols@ncdot.gov – only if truck route/restriction or work zone ordinances

Appropriate Division Construction Engineer(s) – only if work zone ordinances

sbourne@ncdot.gov – only if work zone ordinances

skite@ncdot.gov – only if work zone ordinances

Copies – Ordinance Program Manager, Web Content Manager, MSIS Engineer

D. Non-Regular (expedite) ordinance packages (non-route change and non-STAA):

The following individuals get **everything**...

tlangdon@ncshp.org (Tammy Langdon, SHP)

papoole@ncshp.org (Major Patricia A. Poole, SHP)

jhcouncil@ncdot.gov (Julian Council, DMV)

jonarnold@ncdot.gov (Jon Arnold, Asset Management)

rjkoschatzky@ncdot.gov (Ryan Koschatzky, GIS)

Ordinance Program Manager

The following individuals get **work zone ordinances** (work zone speed limits, work zone variable speed limits, work zone penalties, and no parking/tow-away)...

sbourne@ncdot.gov (Stuart Bourne, Traffic Management)

skite@ncdot.gov (Steve Kite, Work Zone Traffic Control)

tjnichols@ncdot.gov (Tim Nichols, Oversize Overweight Permits)

Division Construction Engineers (only if their Division is affected)

The following individual gets **truck routes** and **truck restrictions/prohibitions**...

tjnichols@ncdot.gov (Tim Nichols, Oversize Overweight Permits)

The following individuals get everything in **DIVISION 1**...

hdaughtry@ncdot.gov (Haywood Daughtry, Regional Traffic Engineer)

dedge@ncdot.gov (Chad Edge, Division Traffic Engineer)

jdavidson@ncdot.gov (Jason Davidson, Deputy Division Traffic Engineer)

dehoggard@ncdot.gov (Earl Hoggard, Transportation Technician)

The following individuals get everything in **DIVISION 2**...

hdaughtry@ncdot.gov (Haywood Daughtry, Regional Traffic Engineer)
shamilton@ncdot.gov (Steve Hamilton, Division Traffic Engineer)
mmoore@ncdot.gov (Mary Moore, Assistant Traffic Engineer)

The following individuals get everything in **DIVISION 3**...

rcgray@ncdot.gov (Coke Gray, Regional Traffic Engineer)
kehite@ncdot.gov (Katie Hite, Division Traffic Engineer)
jlbooker@ncdot.gov (Jessi Booker, Assistant Division Traffic Engineer)
rw Wyatt@ncdot.gov (Rod Wyatt, Traffic Service Supervisor)
bobhammond@ncdot.gov (Bob Hammond, Transportation Technician)
mlbass@ncdot.gov (Michael Bass, Transportation Technician)

The following individuals get everything in **DIVISION 4**...

hdaughtry@ncdot.gov (Haywood Daughtry, Regional Traffic Engineer)
dbmorton@ncdot.gov (David Morton, Regional Traffic Safety Engineer)
ahbrown@ncdot.gov (Andy Brown, Division Traffic Engineer)
rbroadwell@ncdot.gov (Russell Broadwell, Deputy Division Traffic Engineer)
ctlewis@ncdot.gov (Todd Lewis, Assistant Division Traffic Engineer)
wrhawley@ncdot.gov (Wendi Hawley)

The following individuals get everything in **DIVISION 5**...

kbecker@ncdot.gov (Kelly Becker, Regional Traffic Engineer)
agrandy@ncdot.gov (Al Grandy, Division Traffic Engineer)
rjgarrett@ncdot.gov (Ron Garrett, Assistant Division Traffic Engineer)
twhitaker@ncdot.gov (Todd Whitaker)

The following individuals get everything in **DIVISION 6**...

dphipps@ncdot.gov (David Phipps, Regional Traffic Engineer)
fwest@ncdot.gov (Frank West, Deputy Division Traffic Engineer)
klangdon@ncdot.gov (Kent Langdon, Assistant Division Traffic Engineer)
pjhart@ncdot.gov (Phillip Hart, Division Traffic Technician)

The following individuals get everything in **DIVISION 7**...

vembry@ncdot.gov (Vickie Embry, Regional Traffic Engineer)
peason@ncdot.gov (Patty Eason, Division Construction Engineer)
pwilson@ncdot.gov (Pat Wilson, Division Operations Engineer)
dmcpherson@ncdot.gov (Dawn McPherson, Division Traffic Engineer)
maldridge@ncdot.gov (Mark Aldridge, Assistant Division Traffic Engineer)
rbakergonzales@ncdot.gov (Robin Baker-Gonzales, Office Assistant)

The following individuals get everything in **DIVISION 8**...

kbecker@ncdot.gov (Kelly Becker, Regional Traffic Engineer)
dbwillett@ncdot.gov (David Willett, Division Traffic Engineer)
emckinnon@ncdot.gov (Evan McKinnon, Deputy Division Traffic Engineer)
whfields@ncdot.gov (Nick Fields, Traffic Service Supervisor)

The following individuals get everything in **DIVISION 9**...

vembry@ncdot.gov (Vickie Embry, Regional Traffic Engineer)
jpcouch@ncdot.gov (J.P. Couch, Division Traffic Engineer)
rogburn@ncdot.gov (Randy Ogburn, Assistant Division Traffic Engineer)

The following individuals get everything in **DIVISION 10**...

mpbutler@ncdot.gov (Pate Butler, Regional Traffic Engineer)
scole@ncdot.gov (Scott Cole, Division Traffic Engineer)
smepperson@ncdot.gov (Sean Epperson, Deputy Division Traffic Engineer)
hcurr@ncdot.gov (Hubert Furr, Assistant Division Traffic Engineer)

The following individuals get everything in **DIVISION 11**...

jahamrick@ncdot.gov (Jimmy Hamrick, Regional Traffic Engineer)
dledbetter@ncdot.gov (Dean Ledbetter, Division Traffic Engineer)
dadams@ncdot.gov (Daniel Adams, Deputy Division Traffic Engineer)
chrisbrown@ncdot.gov (Chris Brown, Assistant Division Traffic Engineer)
sgalloway@ncdot.gov (Scott Galloway, Transportation Technician)
rdsteskal@ncdot.gov (Randy Steskal, Transportation Technician)

The following individuals get everything in **DIVISION 12**...

jahamrick@ncdot.gov (Jimmy Hamrick, Regional Traffic Engineer)
snichols@ncdot.gov (Sam Nichols, Division Traffic Engineer)
shefner@ncdot.gov (Steve Hefner, Assistant Division Traffic Engineer)

The following individuals get everything in **DIVISION 13**...

dgalloway@ncdot.gov (Bucky Galloway, Regional Traffic Engineer)
aghenderson@ncdot.gov (Anna Henderson, Division Traffic Engineer)
crice@ncdot.gov (Durwin Rice, Deputy Division Traffic Engineer)
marshallwilliams@ncdot.gov (Marshall Williams, Asst. Div. Traffic Engineer)

The following individuals get everything in **DIVISION 14**...

dgalloway@ncdot.gov (Bucky Galloway, Regional Traffic Engineer)
scCook@ncdot.gov (Scott Cook, Division Traffic Engineer)
rayers@ncdot.gov (Roger Ayers, Deputy Division Traffic Engineer)
dmward@ncdot.gov (Monty Ward, Assistant Division Traffic Engineer)
mcbuchanan@ncdot.gov (Mike Buchanan, Transportation Technician)